

**ORDINANCE REPEALING AND REENACTING CHAPTER 127
CODE OF PAGE COUNTY, VIRGINIA
E-911 ADDRESSING**

BE IT HEREBY ORDAINED, by the Board of Supervisors of the County of Page, Virginia, acting at a scheduled meeting of the Board held on the 20th day of September, 2005, that current Chapter 127, Numbering of Buildings, of the Code of Page County, Virginia, shall be repealed and Chapter 127 shall be reenacted as follows:

CHAPTER 127

E-911 ADDRESSING

127.1. INTRODUCTION

The purpose of this ordinance is to improve the county of Page E911 Addressing and to provide for a uniform county-wide addressing system with respect to naming of streets and roadways; fabrication, erection and maintenance of street name signs; address posting requirements; enforcement procedures; and assigning street or house numbers to all residences and principal buildings and businesses. This will assist fire and rescue companies, law enforcement agencies, the United States Postal Service, parcel delivery companies, utility companies, tax appraisal, public works, planning and the general public in the timely and efficient provision of services to residents and businesses of the County of Page.

This ordinance is to describe a system for the naming of roads/streets and subdivisions in Page County. This document may be used by the Towns of Luray, Stanley, and Shenandoah.

127.2 DEFINITIONS

Designator - The suffix used to indicate the road/street type.

Governing Jurisdiction - The body representing a town, or the county as established by Virginia Code.

Public Safety Road/Street and Subdivision Naming Agent - The County Administrator of the County of Page or his designee, hereafter referred to as agent.

Road, Street - A road or street, whether public or private, shall refer to the principal means of access to abutting property, including but not limited to any avenue, cul-de-sac, drive, highway, lane, place, or any other principal access.

Sign - For purposes of a road/street sign: The display of a road/street name according to current standards established by the Virginia Department of Transportation if within Page County, the standards established by the towns if within the towns

For purposes of a subdivision sign: The display of a subdivision name according to the Page County Zoning Ordinance, the standards established by the towns if within the towns.

Subdivision - For the purposes of this manual, a subdivision is any planned development of a residential, commercial, or industrial nature requiring the submittal of a site plan or subdivision plat to the local jurisdiction, and in the opinion of the agent should be named to enhance emergency services response. This definition includes a manufactured home park or subdivision.

Town(s)-For the purposes of this ordinance, "town(s)" hereafter refers to any town(s) in Page County that has/have adopted this ordinance.

USPS Abbreviations - The official standardized street suffix abbreviations recognized by the automated equipment at the United States Postal Service (USPS).

127.3. ADMINISTRATIVE PROCEDURES

The County Administrator of the County of Page, or his designee, shall be responsible for the interpretation and administration of the provisions of this ordinance.

The Page County GIS Department will establish new private road names, road name changes, and the assignment of new structure numbers using procedures and guidelines provided in this article. New private road names may be suggested by owners and/or residents of that unnamed road because they are directly impacted by the change.

An application for a new residential or business permit shall be an application for an address assignment. Each 911 Address application shall contain a site plan showing the parcel on which the structure will be located, the proposed location of the completed structure, the named road from which the proposed structure will be accessed, and the permanent driveway access to the structure from that named road. In addition, any measurements showing the relationship of the proposed structure to other structures, properties, road intersections, driveways, or landmarks deemed necessary for the assignment of a valid address shall be included on the site plan. It shall be determined at the time of application approval the need for new private roads.

Addresses for new structures will be assigned only after the Building Inspector has passed the footer inspection and the permanent driveway is in place.

All addresses and road names shall be assigned before a Certificate of Occupancy is issued for completed construction.

Information on structure addresses and road address ranges will be maintained as mapping layer features in the County's Geographic Information System (GIS). Address ranges along roads are maintained in the GIS and on the Master Street Address Guide (MSAG) database in the County E911 Office.

The Page County GIS Department will maintain the address point layer in the GIS.

New addresses will be established using Global Positioning System (GPS) technology to locate the driveway and foundation of the new structure to be addressed.

127.4 ROAD/STREET NAMING

A. Roads/Streets Requiring Names

All roads/streets in Page County and all roads in the towns shall be named following the guidelines in this ordinance.

When a private road has three or more habitable structures, it must be assigned a road name.

Exceptions may be granted by the County Administrator's Office for two structures sharing a common driveway that are obviously facing a named road and are generally less than 100 feet from that road. Structures that are generally greater than 100 feet and not visible from the named road will be addressed to a new private road.

In the case of a new habitable structure being built that will use the same access or driveway that a current structure uses, that current structure address will change and be readdressed off of the new private road. Landowners should be aware of this when subdividing property for new habitable structures.

Roads that terminate at rivers, pastures or other natural features and continue on the other side of that feature cannot continue with that same road name. A new road name shall be assigned to the remaining road and structures readdressed to the new named road.

B. Review and Approval of Proposed Road Names

All proposed names shall be reviewed by the agent for conformance with the guidelines established herein. If a proposed road name is found to be in accordance with all provisions in this ordinance, the County Administrator or designee shall approve the name.

C. Road/Street Name Guidelines

All names proposed within the county and the towns shall be reviewed to avoid potentially confusing situations for emergency responders.

1. *Duplication:* A proposed road/street name which duplicates an existing or reserved road/street name in Page County, or the Towns of Luray, Stanley, and Shenandoah shall not be approved.
2. *Confusion:* A proposed name shall not sound like or similar to an official road name (for example, Cherry and Cheery or Lynwood and Linwoode).
3. *Length of name:* A road/street name and the abbreviated suffix should not exceed eighteen (18) characters, including spaces. Any abbreviated suffix must comply with USPS standards.
4. *Special characters:* A road/street name shall not include hyphens, apostrophes, periods, numbers, or non-alphabetical characters.
5. *Directionals:* Compass points (such as north, northeast, etc.) should be avoided in road names.
6. *Articles:* Articles (such as the, a, an, etc.) shall not be used.
7. *Community or geographic features:* The use of names derived from community names or geographic features should be limited to locations in such communities or

geographic features.

8. *Name breaks:*

- (1) Any continuous road broken by incorporated jurisdictions (i.e. the towns, may have separate names where segmented by those jurisdictions).
- (2) If the intersection of roads is offset, the segments should have different names. In some cases, adding directionals to the name will constitute a different name.
- (3) If the intersection of roads is not offset, the segments may have different names.

D. Road/Street Type Designators

The road/street name suffixes, or road/street type designators, should be consistent with the roadway's expected traffic use, width of right-of way, and physical design or location. The County Administrator or designee may recognize any designator that meets USPS standards. The following list is not exhaustive.

ROAD/STREET TYPE DESIGNATIONS, USPS ABBREVIATIONS, AND DEFINITIONS

Alley - ALY A narrow or minor street in a community or a narrow street between or behind buildings.

Avenue - AVE A major road in a community.

Bend - BND Generally a minor road.

Bluff - BLF A road running up or along a high hill.

Boulevard - BLVD A wide road with a median and landscaping.

Bottom - BTM A road running through a small valley or below a hill.

Center - CTR Generally a central area with commercial buildings clustered around it.

Circle - CIR A short road that returns to itself.

Court - CT Generally shorter permanent cul-de-sacs.

Cove - CV Generally a minor road through a small valley or pass.

Creek - CRK A road that crosses or runs along a creek.

Crossing - XING A road that crosses a geographic feature, such as a creek or mountain, or a short road that serves as a connector between two other roads.

Drive - DR Generally a winding or straight road.

Garden - GDN Generally a minor road in a landscaped or park like area.

Glen - GLN Generally a narrow road through a small valley.

Grove - GRV Generally a minor road through a small wood or group of trees.

Heights - HTS A road along high ground.

Highway - HWY A significant state or federal roadway.

Hollow - HOLW A road through a small valley.

Lane - LN A narrow, usually dead end, road.

Loop - LOOP A short drive that begins and ends on the same road.

Park - PK Reserved for entranceways to public parks.

Parkway - PKY A scenic or landscaped road.

Path - PATH A short and/or narrow road.

Pike - PIKE Generally a state primary-numbered road.

Place - PL A dead end or cul-de-sac road.

Plaza - PLZ Generally a central area with commercial buildings clustered around it.

Point - PT Generally along high ground.

Road - RD Generally primary and secondary roads.

Run - RUN A road that crosses or runs along a creek or run.

Square - SQ Generally a central area with buildings clustered around it.

Street - ST A community or subdivision road.

Terrace - TER Generally a hillside road in a community or subdivision.

Trail - TRL A winding or straight road generally of historical significance.

Turnpike - TPKE Generally a state primary -numbered road.

View - VW A road through a scenic area or overlooking a scenic area.

Vista - VIS A road through a scenic area or overlooking a scenic area.

Way - WAY Generally a minor road which may dead end.

E. Road/Street Naming Process

For the purpose of this section, "served" by a road/street shall include right of use whether or

not a property actually uses such road/street.

1. Policy on Participation in Road/Street Naming

(a) The process of naming roads/streets shall be limited to those who own property served by the road in question or by the governing jurisdiction.

(b) Where the road/street serves several properties, the landowners shall be given the opportunity to propose the name. This name must be submitted with the 911 Address Application. If the name is not submitted with the application, the County Administrator or designee will assign a road name.

(c) In the event that there is no participation from the landowners, the governing jurisdiction shall name the road/street in accordance with article procedures.

2. Change in Existing Road/Street Name

Page County shall accept no name change requests for a period of two (2) years following the installation of the road/street sign.

The fees for processing a name change must be paid at the time the request is submitted. An administrative fee shall be levied by the County Administrator or designee for road/street name review, name-change notification of the effected landowners or residents, the processing of name changes to cover corrections to all copies of the Master Road/Street Names Directory, the maps used by emergency services, and any other related costs. An infrastructure fee shall be levied to cover the cost of the manufacture and installation of the road/street sign and any other related costs.

Requests to change a Page County road/street name shall be submitted in writing to the County Administrator or designee and shall include the following information:

(a) A description of the request for the change including:

(1) Proposed road/street name or names. Several should be submitted in order of preference.

(2) Location of road/street on a map, giving the direction and distance from the nearest intersection of two public roads/streets.

(3) Existing road/street name(s).

(4) Reason for request to change road/street name.

(b) A list of all property owners within the Subdivision in question, identified by tax parcel number and address.

(1) Each landowner must sign a notarized statement to indicate favor or opposition to the proposed road name(s).

(2) All notarized statements must be attached to the written request for a road name change (See 127.4-E-2.a above).

(c) The landowners in favor of the proposed name(s) must represent the majority of the residences served by the road/street.

3. Road/Street Name Reservation

The submittal of a preliminary plan or plat for review will reserve any road/street names therein unless those names fail to meet the criteria, the approval of the governing body in the respective jurisdiction, or unless the project is disapproved, abandoned, or otherwise voided. Refer also to Section 127.5-D-3 below.

4. Road/Street Naming in the Subdivision and Site Development Review Process

Refer to Section 127.5-D-2 below.

5. Road/Street Naming of Annexed Areas

If changes are to occur within areas annexed by the towns, those areas shall be addressed, or renamed and addressed, on the date the annexation occurs.

127.5 SUBDIVISION NAMING

A. Subdivision Requiring Names

All commercial, industrial, and residential subdivisions, including manufactured home parks and subdivisions, in Page County shall be named. Subdivisions in the towns shall be named pursuant to county ordinances.

B. Review and Approval of Proposed Subdivision Names

All proposed names shall be reviewed by the agent for conformance with the guidelines established herein. If a proposed subdivision name is found to be in accordance with all provisions in this ordinance, the agent shall approve the name.

C. Subdivision Naming Guidelines

All subdivision names proposed within the county and the towns shall be reviewed to avoid potentially confusing situations for emergency responders.

1. *Duplication:* A proposed subdivision name shall not duplicate an existing or reserved subdivision name in the county, or the towns. A subdivision name and a road/street name may be the same only if the road/street is within that subdivision.

2. *Confusion:* A proposed subdivision name shall not sound like or be similar to the name of an existing or reserved subdivision name or an existing or reserved road/street name in the county, or towns.

3. *Directionals:* Compass points (such as north, northeast, etc.) shall be avoided in subdivision names.

4. *Community or geographic features:* The use of names derived from community names or geographic features should be limited to locations in such communities or

geographic features.

D. Subdivision Naming Process

1. Change in Existing Subdivision Name

The fee(s) for processing a Subdivision name change must be paid at the time the request is submitted. An administrative fee shall be levied by the County Administrator or designee for subdivision name review, name-change notification of the effected landowners or residents, the processing of name changes to cover corrections to all copies of the Master Road/Street and Subdivision Names Directory, the maps used by emergency services, and any other related costs.

a. When the request is initiated by the subdivision residents or landowners:

Requests to change a Page County subdivision name shall be in writing to the County Administrator or designee and shall include the following information:

(1) A description of the request for the change including:

(a) Proposed subdivision name or names. Several should be submitted in order of preference.

(b) Location of subdivision on a map, giving the direction and distance from the nearest intersection of two public roads/streets.

(c) Existing subdivision name.

(d) Reason for request to change subdivision name.

(2) A list of all property owners within the Subdivision in question, identified by tax parcel number and address.

(a) Each landowner must sign a notarized statement to indicate favor or opposition to the proposed road name(s).

(b) All notarized statements must be attached to the written request for a road name change (See 127.5-D-1-a-1 above).

(3) The landowners in favor of the proposed name(s) must represent the majority of the parcels within the subdivision for a name change to occur.

b. When the request is initiated by the developer:

If the subdivision has sold lots, the developer shall involve the residents or landowners in the name change request and follow the above procedure. If no lots have been sold, the developer may request a name change. A description of the request for the change shall include:

(1) Proposed subdivision name or names. Several should be submitted in order of preference.

(2) Location of subdivision on a map, giving the direction and distance from the

nearest intersection of two public roads/streets.

(3) Existing subdivision name.

(4) Reason for request to change subdivision name.

2. Subdivision and Road/Street Naming in the Subdivision and Site Development Review Process

No fee is required for processing the proposed name(s) for a new subdivision.

(a) A developer may contact the County Administrator or designee prior to submission to determine the availability of proposed names. Subdivision name and road/street names may be reserved as provided in Section V-D-3 of this ordinance.

(b) Proposed subdivision name and road/street names shall appear on all final site development plans and subdivision plats, where applicable.

(c) No final site development plan or final subdivision plat shall be approved until the subdivision name and all roads/streets are named and approved.

(d) A subdivision name or a road/street name is approved for a five (5) year period within which time a final plat must be recorded. It is the responsibility of the developer to renew the reserved names on the preliminary plan or plat if the final plat is not approved within five (5) years of the preliminary plan approval.

(e) It shall be the developer's responsibility to notify the County Administrator or designee when the final plat has been recorded with the Clerk of the Court, giving the deed book and page number. It shall also be the responsibility of the developer to notify the agent when the subdivision name and the road/street name is in use. The subdivision name and road/street names on the approved final plat shall be reserved for five (5) years. Renewal of the reserved status is the responsibility of the developer.

3. Subdivision and Road/Street Name Reservation

The submittal of a preliminary plan or plat for review will reserve any subdivision name and the subdivision road/street names therein unless those names fail to meet the criteria, the approval of the governing body in the respective jurisdiction, or unless the project is disapproved, abandoned, or otherwise voided.

127.6. COUNTY ADMINISTRATOR OR DESIGNEE CHECKLIST FOR THE PROCESSING OF NAMES

A. County Administrator or designee receives request pursuant to the guidelines established in Sections 127.3, 127.4, and 127.5 above.

B. County Administrator or designee reviews name(s), pursuant to the name criteria established in Sections 127.4-C and 127.5-C above.

C. County Administrator or designee approves or denies name(s) and notifies applicant.

D. If name(s) submitted is approved and appears on the final plat recorded with the Clerk of the Court, agent contacts the appropriate governing jurisdiction. It shall be the responsibility of the appropriate governing jurisdiction to notify pertinent entities and agencies of any change within its boundaries.

E. County Administrator or designee updates the Master Road/Street and Subdivision Names Directory and the Road/Street and Subdivision Names Map, pursuant to Section 127.7 of this Ordinance.

127.7. MAINTENANCE OF MASTER ROAD/STREET AND SUBDIVISION NAMES DIRECTORY AND ROAD/STREET AND SUBDIVISION NAMES MAP

A. All approved road/street names shall be listed in a Master Road/Street and Subdivision Names Directory to be maintained in the office of the County Administrator or designee.

B. The location of all approved road/street names listed in the Master Road/Street and Subdivision and Subdivision Names Directory shall be illustrated on a master set of Road/Street and Subdivision Names Maps to be maintained in the office of the County Administrator or designee.

C. The county and towns must report to the County Administrator or designee any new roads/streets or subdivisions and/or road/street or subdivision names.

127.8. ROAD SIGNAGE

Public and private road name signs are constructed and maintained by the Page County E911 Department. Residents are encouraged to notify the E911 Department about damaged or missing road signs.

New road name signs will be erected within 60 business days of the issuance of the new road name.

Public roads are those maintained by the Virginia Department of Transportation (VDOT). Private roads are maintained by owners/residents.

Public road signs shall be white lettering on a green background to distinguish from private roads.

Private road signs shall be white lettering with a blue background.

A name is not official until so designated and a sign erected by Page County E911 Department.

No address numbers, flyers, private signs or other objects shall be placed on any road sign or post.

Trees, brush and other obstructions should be kept clear of road signs.

All signs must comply with Page County Zoning Ordinances.

127.9. STRUCTURE NUMBERING SYSTEM

Page County maintains a uniform distance based address numbering system based upon the increasing travel distance along a named road.

All roads will be assigned a point of origin to mark the beginning of addressing along a named road.

Structure numbering shall proceed in ascending order from the beginning of the named road and continue to the end of the road.

One odd and one even number will be reserved for every 10.56 feet incrementally along the road's centerline, resulting in approximately 1000 possible address numbers per mile of traveled road.

Odd numbers are assigned to the left side of the road and even numbers are assigned to the right side of the road from the beginning of the road.

The centerlines of divided highways shall carry odd numbers on one lane and even numbers on the other.

Address numbers will be assigned where the primary driveway intersects the named road.

Multi-unit structures such as apartments, townhouses, and office buildings shall be assigned a single building address for each structure. Unit numbers will be assigned for individual apartments or office suites. The combination of the road name, structure number, and unit number will define each unit's address.

In cases where there is no driveway because the structure is so close to the road, the address number will be determined from a perpendicular line through the center of the structure to the road centerline. Where the perpendicular line intersects the road centerline will determine the address.

In cases where a structure's driveway accesses a side road, but the structure faces another road, the address will be assigned by access point.

The U.S. Post Office and other applicable departments and offices where the new private road is assigned will be notified by the Page County E911 Department.

New structure owners will be notified by mail of their new address by the Page County Administrator's Office.

Vacant parcels of land will not be assigned addresses.

No other address numbering system will be allowed in Page County.

When errors in assignments are discovered, corrections to existing address numbers will be made by the County Administrator or designee upon receipt of written authorization by the Board of Supervisors.

127.10. ADDRESS NUMBER PLACEMENT

It shall be the property owner's responsibility to place address numbers on the structure.

Address numbers must be conspicuously placed on the structure so that the number is clearly visible from the road. In cases where the structure is more than fifty (50) feet from the road or not visible from the road the number must be placed near the walk, driveway, or common entrance to the structure, or upon the mailbox, gatepost, fence, address placard or other appropriate place so as to clearly be visible from the road to guide emergency vehicles to the structure.

If primary address numbers are to be placed on a mailbox or mailbox post on the road then the mailbox must be immediately adjacent to or opposite the entrance to the driveway.

Residential address numbers shall be no less than 3" (inches) in height and should be placed on a contrasting color background for high visibility. Business address numbers shall be no less than 5" (inches) in height. In all cases numbers should be reflective with a contrasting background.

Structure address numbers for apartments or similar complexes shall be placed on the building, and in addition the unit number shall be placed on or near the door to each individual unit.

Manufactured home parks should have similar styles of address numbers placed in similar locations on the individual homes. Example: If all homes are set perpendicular to the street or parking lot then all address numbers should be placed on the end (or front) of the home at a uniform height above the ground.

Trees and brush should be cleared from obstructing address numbers.

Owners and/or inhabitants of existing structures are required to post their assigned numbers using these guidelines.

Residents with concerns about proper address number placement are encouraged to contact the E911 Department.

Residents shall have six months from the date of adoption of this ordinance to comply with the address number placement requirements.

127.11. ENFORCEMENT

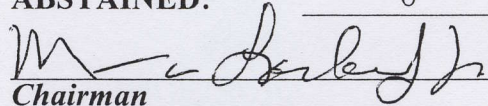
Failure to post address numbers shall be subject to a misdemeanor penalty. It shall be unlawful for any person to remove, damage, alter, or deface any posted address number or public or private road name sign, sign post, or sign post anchor in Page County. Violators shall be subject to prosecution. The Page County Sheriff's Department shall be responsible for enforcement of this ordinance.

The effective date of this Ordinance shall be January 1, 2006.

IN FAVOR: 5 (Hoke, Lockridge, Ballard, Cabbage, Strickler) **OPPOSED:** 0


ABSENT: 0 **ABSTAINED:** 0

DATE: Sept. 27, 2005


Chairman
BOARD OF SUPERVISORS
COUNTY OF PAGE, VIRGINIA

CERTIFICATE

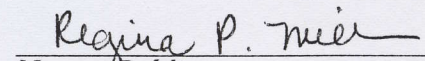
I, William Aleshire, Acting County Administrator, do hereby certify that the foregoing Ordinance was adopted at a scheduled meeting of the Board of Supervisors of the County of Page, Virginia, after public hearing held on September 20, 2005.


William Aleshire
Acting County Administrator

STATE OF VIRGINIA
County of Page, to-wit:

Before me appeared this date William Aleshire, Acting County Administrator of the County of Page, Virginia, who acknowledged and executed his signature.

My commission expires: 8 / 31 / 2006


Regina P. Miller
Notary Public